

FREQUENTLY ASKED QUESTIONS
UNITED WAY OF BUFFALO & ERIE COUNTY
UPDATED: MAY 28th 2010

New additions are highlighted below.

THIS IS THE FINAL UPDATE OF FREQUENTLY ASKED QUESTIONS.

GENERAL

Question: Will diversity and/or geographic reach be considered in evaluating applications?

Answer: UWPEC understands the importance of diversity and/or geographic reach when making its funding decisions. Applicants should include information about the populations they serve in the “Community Need” and/or “Client Identification and Engagement” sections. Following its evaluation of programs within each of its platform areas, UWPEC will review population information across all three platforms to ensure that resources are available to all members of our local community.

Question: Are programs currently funded still going to be funded in 2010?

Answer: Programs that currently secure UWPEC funding will receive dollars until June 30th 2011. The Request for Proposals is for funding provided from July 1st 2011 until July 1st 2013. Currently funded programs are not guaranteed funding support in the competition. The competition is open to any organization that meets eligibility requirements.

Question: If you are already funding one of our programs, would you consider funding any of our other programs?

Answer: Yes. This competition is open to any program that aligns to our platforms/funding priorities and can provide evidence of performance on the measures specified. Please remember, you must supply a complete application for each program you want to have reviewed in the competition.

Question: What do we do if we have multiple programs we would like to have funded?

Answer: You will need to complete a separate application for every program for which you wish to secure funds.

Question: Do we need to complete and submit the forms found in Appendix B and C?

Answer: No. These forms are available for your reference only. You will be asked to complete these forms if your program is selected for funding

Question: Will UWPEC fund in partial amounts?

Answer: Our strong preference is to provide programs with the dollars they need rather than provide smaller amounts to more programs. This approach is consistent with our focus on results. Please do not inflate your budget anticipating that we will reduce funds available to grantees. Applicants are asked to ask for the funding they need for the program. Historically, most programs ask for 15-25% of program budget.

Question: Will UWPEC fund scholarships and/or stipends?

Answer: UWPEC will not fund individual scholarships or stipends for clients as part of programming. UWPEC will consider funding staffing stipends for AmeriCorps or student internship positions.

Question: Is there a limit to the number of applications you can submit?

Answer: There is no limit to the number of applications you submit. UWPEC does caution you to think about your organization’s resources and capacity before submitting multiple applications.

Question: Regarding formatting, do you want us to list the questions in the text of the narrative?

Answer: UWPEC asks that you include the section headers to assist the reviewers in examining the applications. You may include the questions if you wish to do so. This is your choice. UWPEC recommends that you make it as easy as possible for the reviewers to examine your application.

Question: I have several services that could be counted as one program or different programs depending on your perspective, how should I apply?
Answer: You know your services better than UWBECE does. Apply in a way that makes most sense to you based on your experience.

Question: Point of clarity on the format: do you want 12pt font, 1 inch margins, single-spaced?
Answer: Please use the font and margins in the application (Calibri, 11.5pt; .5 margins). Single-spaced is fine.

Question: What font size should we use for the application?
Answer: As per the instructions, please maintain the font sizes present in the document itself. The document is written in Calibri 11.5 pt font.

Question: Are you available to review my program in advance of the deadline and tell me if I should apply?
Answer: UWBECE staff members are not able to advise you whether or not to apply for the competition. Staff are also not able to do a “pre-review” of applications.

Question: Who should I send the application to?
Answer: Gail Calisto, gail.calisto@uwbec.org You do not need a cover letter.

Question: How many copies?
Answer: Just one, as a Word attachment.

Question: Will you be extending the June 1 deadline?
Answer: No.

Question: Do I need to sign the application?
Answer: No, there is no place to sign the application. If you are selected you will need to sign the program funding agreement (Appendix B). Do not submit or sign Appendix B now.

Question: I am submitting multiple applications. Should I transmit them via a single e-mail or multiple e-mails?
Answer: It does not matter. Use whichever method works better for you.

Question: Do I need a cover letter?
Answer: No, a cover letter is not necessary, will not be scored, and will not be shown to reviewers.

Question: What time on June 1st are applications due?
Answer: 11:59 p.m.; however, we will check e-mail receipt times closely, so please get the application in with time to spare.

Question: What is the minimum and maximum among you will be funding per program?
Answer: The minimum amount is \$10,000. There is no maximum, however, to see the amounts we are currently funding, visit our website www.uwbec.org . Select “our work” across the top menu. The resulting drop down menu will have currently funded programs in Education, Income and Wellness. Be sure to scroll to the bottom of pages revealed by the drop down menu.

PLATFORM-RELATED

Question: Can you select more than one more platform area?
Answer: Yes. You may have a program that addresses concerns in multiple platform areas. Please indicate this on the “Cover Page.” Applicants that can be included in more than one platform area will be reviewed in each platform area. Following this, a combined team of reviewers will look at the proposal.

Question: Can you select more than one more funding priority area?

Answer: Yes. You may have a program that addresses concerns in multiple priority areas (Ready, Steady, Go; Get, Keep, Grow; or Healthcare, Environment, Lifestyle) within a platform. You may also select priority areas from different platforms. Please indicate this on the "Cover Page." Applicants that can be included in more than one priority area will be reviewed in each area. Following this, a combined team of reviewers will look at the proposal.

Question: I have a program that addresses more than one platform area. Should I apply separately under multiple platforms, or in other words, send in separate applications for the same program?

Answer: If you have a program that addresses concerns in multiple platform areas, you should indicate more than one platform area on the "cover page." Applications that can be included in more than one platform area will be reviewed by subject matter experts in each platform area. Following this, a combined team of reviewers will look at the proposal. Please do not send in separate applications for the same program.

EDUCATION

Question: Under "Steady," UWBECE describes quality programming with credentialed staff preferred. Will UWBECE support professional development in this particular area?

Answer: At this time, our funding is NOT intended to support credentialing at this level. It is for delivery of services.

Question: Can a single program have measures in the different areas of the Education platform (Ready, Steady, Go)?

Answer: Yes. Select the performance measures that are right for your program.

Question: What do you mean by "locations where young children live and learn?"

Answer: Any location where a child is engaged in learning including child care facilities, pre-schools or their home.

Question: Being a school-based program, how can we provide you with research/data that will not be analyzed by the June 1st deadline?

Answer: Report on the data that you have available and explain the lack of final grades for 2010 in your application. You will be presenting information for three years so this is not a problem. Also, if you are funded, this will not be a problem related to performance measurement as UWBECE has moved to two year funding.

Question: If we currently do not use the self-assessment tools, can we still apply in June 2011?

Answer: Yes. Provide results based on the instruments and data you have already collected.

INCOME

Question: Are there any performance measures for crisis assistance?

Answer: Yes. There are several measures that will work for crisis assistance programs including screening and securing Food Stamps and/or other income supports as well as movement from shelter to transitional/permanent housing.

Question: Can a single program have measures in the different areas of the Income platform (Get, Keep, Grow)?

Answer: Yes. Select the performance measures that are right for your program.

Question: Define self sufficiency.

Answer: UWBECE uses the following definition: A family or individual is considered self-sufficient if they are able to meet their basic needs without being dependent on welfare and/or other public or private subsidies (Self Sufficiency Standard).

WELLNESS

- Question: Can a single program have measures in the different areas of the Health & Wellness platform (Healthcare, Environment, Lifestyle)?
- Answer: Yes. Select the performance measures that are right for your program.
- Question: Under the “Lifestyle” section of Quality Information and Life Skills, what is your focus?
- Answer: Our focus is on older adults.
- Question: Under “Community Supports & Coordinated Services” in “Environment,” what are you looking for in programs that assist clients in navigating the system?
- Answer: We are not looking to fund facilitated enrollers but those individuals who can help people to identify resources, determine where clients need to go for help, and help them get to and from appointments.
- Question: Are you willing to fund recovery programs?
- Answer: We are not currently interested in funding recovery programs. This is still a fairly new platform and therefore, it is possible UWBECC may be interested in funding recovery programs in the future.
- Question: For the performance measure, “clients accessing services from referral sources,” can you give an example of what that means?
- Answer: You should report if you provide case management services with a “warm” handoff and follow-up to make sure clients get the services they need. You should not, however, report that you helped the client to secure an outcome that they reach with a different provider.
- Question: For the performance measure on decreasing violence, what level of violence are you talking about? Community violence? Domestic violence?
- Answer: UWBECC is primarily interested in interpersonal or domestic violence. UWBECC would be looking to you to discuss your use of assessment tools and describing how you are measuring that.
- Question: Do you have a recommended assessment tools for reporting on domestic violence?
- Answer: UWBECC has provided a list of web links and resources which include assessments. You should follow the links to find assessment tools that you may want to use that match your current programming.
- Question: Can we use funds to provide assistance to our staff that may not be as familiar with nutrition, etc?
- Answer: If staff are eligible to participate in programs, you may include them but do not count them in your reported numbers. UWBECC funds are NOT meant for staff development. UWBECC assumes that your staff members are experts in the subject matter if they are working with clients.
- Question: If we have two separate programs with track records – one serving youth and one serving seniors – that have never collaborated inter-generationally, would a proposal that brings them together be eligible if it has not previously existed?
- Answer: UWBECC is looking to fund established programs with a track record of success. What was described is not an established program. UWBECC also cautions organizations from changing their core programming to meet the priorities of the funder. Organizations should only modify their programs based on their needs and not the desires of the funders.
- Question: How do you define “volunteer” in the Lifestyle performance measures? Seniors? How does this fit the Lifestyle description?
- Answer: UWBECC is targeting seniors in this section – however, any client could be involved in volunteer efforts and, as such, should be able to report on their experience as a volunteer.

Question: The RFP states that you do not fund capital expenditures. Would this apply to items directly related to a program? Specifically, would a fitness program be eligible to include additional fitness equipment in its Health and Wellness request?

Answer: UWBECE does not intend to fund any capital equipment purchase. It is expected that you have the necessary equipment to successfully run your program.

Question: There is an indicator in the Health and Wellness platform (under Lifestyle) that addresses older individuals with reduced cognitive or physical abilities - Can you give me a better definition of this population? How can I accurately identify them?

Answer: Individuals who are starting an exercise program or increasing their physical activity should get medical clearance from their doctor before starting. Those participating on an on-going basis should have regular check-ups to maintain that medical clearance. The medical doctor determines if the individual has reduced physical or cognitive abilities and identifies activities to be avoided due to these limitations. This is how to identify the population and plan for their activities. There are training programs for senior fitness instructors – look at the National Curriculum Standards to Prepare Senior Fitness Instructors and compare to make sure they are reputable programs. Also, there are links to sites with evidence based and best practice programs on the resources document for health and wellness. The resources document can be found on our web site.

Question: I was thinking that our project would fit under the health and wellness platform under lifestyle, but after re-looking at this it appears as the target audience for that section is older adults, not children and families, am I correct?

Answer: The program funding preference is for seniors but we will accept applications for other population groups as well. If you are interested in funds, you should apply.

Question: We have a program that offers shopping trips to older adults with a goal to help them eat healthier foods. Can we use the performance measure “# and % of clients reporting that home delivered meals, agency prepared meals or food supplements help them eat healthier foods” as a measure of this type of program?

Answer: Yes, “food supplements” describes foods accessed through food pantries, shopping trips, etc. For this measure, it’s most important to verify that the foods eaten are healthier due to the program intervention.

Question: For the performance measure “# and %” of positive birth outcomes,” there are several measures of this including birth weight, gestational age, etc. How do you want to capture this information – should these be added as performance measures? Should we define positive birth outcomes as meeting 3 of the 5 indicators?

Answer: There are multiple assessments, tools, or indicators you can use to demonstrate “# and % of positive birth outcomes”. When choosing this performance measure, please include how you will define and measure it. You may discuss this in the Performance Measurement section of the application and include the specific definitions/measures used. For others, if you are using a particular assessment tool, you may include the name of this tool in the same section. If UWBECE staff or volunteers have questions about this or any other section of the application, we have an opportunity to pose these questions to you, in writing, by August 9th. Applicants have an opportunity to answer the questions, in writing, within ten business days.

APPLICATION COVER PAGE

Question: On the cover page, do we list the physical location of the agency or where our programs are?

Answer: In the Program Information section, please list the physical location of your program for mailing purposes. If you have more than one location providing the same services, please list each physical location. If you provide services in different locations/ZIP code areas from your program office, you will be able to discuss those services in the Community Need section when describing your program’s target population.

Question: How do we treat the boxes on the application?

Answer: Unfortunately, we were unable to include check boxes in this part of the application due to formatting constraints. For this section, you may replace the box with an "X" or with the following symbol, "■."

Question: Can there be more than one name listed under the application contact?

Answer: You may list more than one program contact person if necessary. Please make sure that this person is aware that they will receive correspondence from UWBECEC regarding this competition. Please also be sure to provide UWBECEC updated contact information if you have a staffing change during the competition.

Question: Regarding locations, if we are working in schools should we list the address of every school?

Answer: No. Please list the physical location of your program. You can include information about the schools you work in by including it in the target population section.

COMMUNITY NEED

Question: If we have different research resources than those listed on the Resource sheets, should we include them?

Answer: Yes. Please do so and provide us with the references.

Question: How much research or data do you need to support use of a particular type of programming?

Answer: You should use research to highlight that the programming type works to address the needs you identified. Providing two or three references should be sufficient.

Question: Should we add the link when citing research?

Answer: You should list the authors and year of any research being cited. If reviewers have questions about your research selections, they will ask for additional information during the question and answer volley.

CLIENT IDENTIFICATION AND ENGAGEMENT

Question: In the "Client Identification and Engagement" section, on average number of clients, what numbers should we provide if we find that our program is expanding?

Answer: You should provide actual data from your past clientele and indicate that you are seeing a growth (or decline) in your numbers. You may also provide an estimate of the number of clients you expect to see in the next two years.

PROGRAM DESIGN

Question: Should applicants discuss the whole program or just the portion to be funded by UWBECEC?

Answer: Please describe the whole program and specify how you will use UWBECEC funding. Also, include information on the overall program performance.

Question: Will UWBECEC consider other program designs that achieve 3-5 identified performance measures using strategies other than those listed under the funding priorities?

Answer: UWBECEC will consider other strategies; however, our priority funding areas are listed in the Request for Proposals.

Question: Should we count our volunteers in our program staffing?

Answer: Volunteers play a critical role in many programs. Please provide information about your use of volunteers in the "Program Design" section when discussing your staffing model. Be sure to describe the training provided to volunteers and the qualifications they must have to work in your program.

Question: When we determine average number of clients we see in one year, is that the whole agency?

Answer: Please provide program specific information to address this question.

Question: Under "Program Design," please tell us what you mean when you say "describe services available directly through your program?"

Answer: Please describe the types of services rendered directly by your program staff. Explain what your staff does to assist clients in addressing their needs. This should not include services that are provided by other organizations at your program location or assistance provided by other members of your organization.

Question: What if the program is only one plank of a multi-stage program? How should we apply?

Answer: If you are applying for funds for a larger program component, please indicate how this program feeds into the larger effort and why UWBECE funds are needed at this level. If all program components are aligned with the UWBECE platform, you may wish to consider your options and apply for the whole program and/or other parts of it.

Question: Given your emphasis on research, do you require all programs to be evidence based?

Answer: UWBECE recognizes that many program types in our identified platforms do not have the level of scientific research to qualify them as evidence based approaches. However, we do expect that you will have used research to guide you in the development of your program including decisions about program type, when to operate, the kind of staffing you need, and what services to offer. UWBECE asks that you discuss this research in the application to demonstrate that you have "done your homework."

Question: What if we use evidence based models – do we still need to discuss research?

Answer: Yes. You should discuss the research behind the model and how you insure fidelity to the model.

Question: Do you need to use research to back up every decision? How much research should we reference?

Answer: No. You do not need to provide research for every aspect of your research. However, if you have unique or critical elements of your program, please provide documentation that supports or encourages their use. You should use research to highlight important aspects of your program – not just to provide research. Providing two or three references should be sufficient.

Question: You've asked us to include research and documentation several times in the application. Should we provide 2-3 references for the whole application or 2-3 for each section?

Answer: UWBECE asks for different research in different sections of the paper. As such, UWBECE would suggest 2-3 references per section. However, it is possible that you use the same material to support your response in different sections.

Question: Can we use our own expertise for references?

Answer: If you have supporting data, you are welcome to use it in your application response. However, UWBECE would also like you to link to the research literature whenever possible.

Question: It is 2010 and Census 2000 is more than 10 years old. Is Census 2000 data acceptable?

Answer: Yes, you may use Census 2000. UWBECE preference would be to use data from the American Community Survey where possible. Population Estimates (Year 2005-2008) are now available on the Census website.

Question: If we anticipate an increase in the number of consumers to be served due to increased marketing efforts, is it appropriate to request an increase in dollars?

Answer: Provide information about the average number of people served by your program. You may also discuss your plans for increased marketing and anticipated trajectory. Provide some explanation about the increase you anticipate. Please be sure to ask for the funding you need.

PERFORMANCE MEASUREMENT

Question: Do we have to report on all of the identified performance measures in the platform areas?

Answer: No. You are asked to select up to five performance measures for which you can report strong results. Ideally, you will select between 3-5 measures for your program.

Question: Can you select performance measures not included on the UWBECE lists?

Answer: You must select from the identified performance measures. UWBECE has identified the use of these measures in order to be able to provide clear results to our investors. They are based on our review of the literature, past applications, and those measures being tracked by other funders. They include output and outcome-based (short-term, intermediate, and long-term) measures.

Question: Under "Performance Measurement," how would you like us to report our past performance?

Answer: Please indicate the number of total clients seen in the program and the number and percentage of clients that have secured a particular service (output) or experienced a change in behavior, status or condition (outcome). Provide information for the past three years for up to five identified performance measures. If you do not have information for the past three years, provide information as to why data is not available.

Question: If we have indicators with strong evidence but only one year's worth, will we lose points?

Answer: Please indicate that you have tracked performance on the indicators for one year and provide the reason why this is the case. Please also state your results to date. Our preference is for three years of performance measures, however, we will review programs that have less data.

Question: Can/should you use more than five performance measures if your program involves more than two platforms?

Answer: UWBECE does not recommend collecting more than five performance measures.

Question: What should we do if we have a subset of clients who need a specific service that other clients don't need? Can we use the number in the subset as the number in which to calculate our success rate for a specific performance measure?

Answer: Yes. In listing that particular performance measure, use only the number of clients who need that particular service in your denominator when calculating the total percentage. Be sure to indicate that the figure is based on the subset of people who need that particular service.

Question: When we are indicating the number and % reaching a performance measure, what is the format for this? Should we use the total number who we serve and the number of people meeting the measure?

Answer: When reporting the performance measures, it is important to base it on the total number of people in need of that particular service. In instances where only a subset of program participants get a specific service, you should base your calculation of the total number of participants who needed that particular assistance and then use the number of people who secure the particular performance measure level as the numerator. If everyone in the program gets the service, you should use the total number of people in the program as the denominator.

Question: In completing section 4A under Performance Measurement, should we be providing the actual number and percentage projections/expectations for each measurement as in number and percentage of youth who are promoted to the next grade level; or, #45 or 90% of the 50 clients served will be promoted to the next grade level?

Answer: We are not looking for a projection or expectation. It is actual data for the past three years. Please list the number and percentage of total participants securing this service.

Question: In 4A – After we select the five measures – should we project numbers in regard to the desired outcomes using the measures or should we simply state the selected measures? Example – just indicate the measure we will use - # and % of youth who are promoted to the next grade level Or indicate our anticipated results? – such as 88 or 94% of youth will be promoted to the next grade level?

Answer: You should not be doing any projected figures. In the past UWBECC, ask for projections. This year, the organization is looking for actual data on the identified performance measures from the past three years. If you don't have full data, that is okay. You should just describe why you don't have that information available.

COMMUNITY INVOLVEMENT AND COLLABORATION

Question: In the “Community Involvement and Collaboration” section, how would you like us to discuss our involvement with UWBECC.

Answer: Please indicate the name of the staff member and the types of activities they have been involved in with UWBECC. This can include trainings, initiative activities, participation in the Agency Executives Association, campaign, etc. You may include program staff as well as other members of your organization (i.e., Executive Director, Director of Development, other program staff) when addressing this question.

Question: Will UWBECC help agencies to identify possible collaborations with other organizations?

Answer: UWBECC will not be able to assist you in developing collaborations during the competition. However, summaries of program descriptions will be available on the website – enabling providers to identify possible future collaborators. UWBECC also offers opportunities to connect with other providers through its coalition activities including: Success by 6, the Afterschool Network, Closing the Gap, Creating Assets, Savings & Hope (CASH), and through its new Healthy Lifestyles Coalition (undertaken as part of the P2 Collaborative). Assistance with shared space and mergers is available through UWBECC's Not For Profit Resource Center. Networking opportunities are available through the Agency Executives Association.

BUDGET

Question: Is our budget supposed to be a two year budget since this grant is for two years?

Answer: Please provide a one year annual budget.

Question: Should we request funds for one year or for two years?

Answer: Please ask for one year of funding in your application. The second year of funding will be determined at a later date. These decisions will be made by the UWBECC Board of Directors based on financial conditions including results of our annual campaign.

Question: In the “Budget” section, do we need to list each FTE, staff member, and salary?

Answer: Please list the total amount of funds for full time employees and part-time employees. Please do not list staff names or salaries. Please calculate total fringe for full- and part-employees.

Question: In the “Budget” section, how should we account for employees who provide only a percentage of their time to the program?

Answer: Please list them as full-time or part-time as appropriate and include the amount of salary continued to the program (i.e., take total salary and multiply by full time equivalency or FTE).

Question: How do we account for volunteers in the budget?

Answer: You may account for volunteers in the “Budget” section by including them as an in-kind resource. The Independent Sector provides information on the use of volunteers in organizations as well as the value of their time (Check out their Website: www.independentsector.org).

- Question: In the "Budget" section, what do you mean by local, state, and federal grants?
Answer: UWBEC is looking for information on local, state, or federal governmental grants secured by your program.
- Question: Should we list each grant we receive separately in the budget?
Answer: Please include the total amount of funds you secure from a particular funding source type (e.g., Foundation, Local, State, Federal) and list the sources in the space provided. For example, if you secure \$15,000 from ABC Foundation, \$10,000 from Grantors Foundation, and \$10,000 from XYZ Foundation, you would list a total of \$35,000 under Grants: Foundation and list ABC Foundation, Grantors Foundation, and XYZ Foundation in the space provided.
- Question: In the "Budget" section, what should we do if we are not asking for funding for a particular line item?
Answer: If you do not have a budget item or revenue source, leave it blank. You do not need to include zeros.
- Question: Can we modify the budget form?
Answer: UWBEC would like to be able to compare budgets across programs. As such, we ask that you use the form provided. You can include items in the "other category" as needed. Please do not remove listed line items. You may work in Microsoft Excel if you find that it makes your calculations easier to compute. If you find that you cannot work with the budget form given, please let us know your concerns so we can identify a reasonable resolution.
- Question: If our revenue sources do not add up to the cost of the program, will we lose points?
Answer: Please provide an explanation as to why you have a shortfall and what your plans are to address it. You will not be penalized.
- Question: If the program is selected funding, what is the year two budget?
Answer: The Year Two budget will be based on the annual budget. We cannot guarantee funds in the same amount in Year Two. All funding decisions are determined by the UWBEC Board of Directors and are predicated upon financial considerations including the annual campaign.
- Question: For the "Budget," are you looking for 2009 actual numbers or 2010 projected numbers?
Answer: United Way is looking for your 2011 projected budget.
- Question: Is the Budget only in Word?
Answer: UWBEC will make the budget available in Excel without formulas (now available on the website).
- Question: For the "Budget," do you want us to say does not apply for items that do not work for us?
Answer: Please just leave those items blank.
- Question: What if we do not know what our program revenue will be in 2011?
Answer: UWBEC is looking for your best estimate. In some cases, programs already secure multi-year funding and should list those resources.
- Question: What if we do not know what grants we will get for our program?
Answer: Please provide your best estimate. You can also identify funding sources from which you hope to secure funds and list a zero in the funding column.
- Question: You've moved to two-year funding, what is the reasoning behind this?
Answer: The decision to move to multi-year funding is based on feedback received from program staff attending our investment process de-briefing sessions. During the sessions, UWBEC provided three options: one year, two year, or three year funding. Participants indicated that two years was best because it gave organizations time to develop their program and engage in quality improvement. It also ensures that non-funded programs can get back into the competition in a timely manner.

Question: Is there a limit on indirect fee (program administration)? Our last grant listed 5% but I was not sure if that was a UW guideline.

Answer: There is not a specific limit on program administration. The 5% is not a UW guideline. However, UWBECE does recommend that you do not apply for more than 15% in indirect.

Question: We have only one program so our agency budget is our program budget. Is this okay?

Answer: Use your program budget even if it is your agency budget.

Question: Under program revenue source, does this refer to the funded program or the entire agency?

Answer: This information should be specific to your program.

Question: If the Assistant Executive Director provides supervision to the Program Coordinator, should we include that as part-time staff time in the budget section?

Answer: No. UWBECE would suggest that that supervision is part of program administration. Please include that type of activity in that section as well as grant writing and reporting activities.

Question: Under program revenue source, what is meant by "Contracts"?

Answer: Some programs have fee-for-service contracts from federal, state or local government.

Question: Do the regular fees received for programs (those that families pay to participate) go on the "other" line?

Answer: Yes.

Question: Do I include our requested UWBECE funds amount in the Program Revenue Sources?

Answer: You should not include UWBECE funds in program revenue. Under program revenue sources, please include only funds that you are reasonably certain you will have in 2011. We recognize that this is a projection.

Question: Is the amount also listed in the UWBECE Requested Funds column offsetting an expense line?

Answer: Column one is the annual program budget and columns two and three added together should equal column one.

Question: What information is to be reported in the Other Funding Resources column?

Answer: Column three should include funds available from grants, contracts, fee for service, etc. by line item. Here again we recognize that some of this will be an estimate given that the program funding is for 2011. Ideally, your other funding resources and your program expenses should come fairly close to matching.

Question: Our understanding is that the funds will not be available until July 2011, so when is the project supposed to begin and end? We have a project that will run 9/2010-9/2011 that I would like to apply for funds to support, but I am not sure this will qualify. It is an expansion of a pilot program that we did so we do already have outcomes.

Answer: The funding competition for 2010 funds was completed last year. The current RFP is for July 2011 – June 2013 funds only.

Question: Can we ask for money to pay for an external evaluator?

Answer: Yes. UWBECE recommends that you do not ask for more than 10-15% of total program costs to pay for evaluation based on industry standards.

EVALUATION

Question: Under "Evaluation," please explain what you mean by "preference is given to programs that engage in multiple client assessment techniques."

Answer: Best practice research indicates that programs should utilize multiple techniques when assessing client needs. These may include using different types of assessment (e.g., financial, health, mental health); assessing clients at more than one point in time; and/or engaging self-assessment as well as other approaches. Please describe how you assess your clients.

Question: How will UWPEC figure units of service?

Answer: UWPEC will use the average number of clients (supplied by applicant) as well as information about frequency, average duration, and intensity of program services when calculating units of service. This will ensure that each program has units of service calculated using the same formula.

Question: How will UWPEC calculate cost of service?

Answer: UWPEC will be looking at the average number of clients as well as the question on frequency, average duration, and intensity of program services when calculating units of services. This figure will then be divided by the total program budget. The same calculation will be used for all programs and comparisons will be made against local, statewide, or national programs as necessary.

Question: There appears to be higher scoring for assessment of client needs. Why?

Answer: The research literature suggests the critical importance of assessing clients, identifying their needs, and connecting them to services and/or referrals in order to improve outcomes. As such, UWPEC has decided to score this at a higher point level.

Question: What are the cut-off scores to get funding?

Answer: There are no specific cut-off scores for funding at this point in the process. Decisions will be based on individual application scores vis-a-vis all programs of a particular type and within a platform area. UWPEC uses standard deviations and z-scores to rank the programs and final decisions are based on the amount of funds available.

Question: Who are we scored against?

Answer: You will be scored against similar programs and within your platform.

Question: How does that apply to multi-platform programs?

Answer: You will be reviewed against similar programs and then UWPEC will gather reviewers from multiple platforms to look at the application.

Question: Is it a drawback to be in multiple platforms?

Answer: No. The program will be examined by reviewers in both platforms.